

Office of Educational Technology
Microsoft Office: PowerPoint
Professional Development Agenda
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Goals

Upon completion of this professional development, you will be able to:

- Use the Proper Tools on the Toolbar
- Create a Presentation
- Add themes and graphics to a slideshow
- Save and Print a Presentation

How to Add Slides in the Outline Tab

You can create new slides while working in the Outline tab. By default the Outlining toolbar should display, but if it does not, select **View > Toolbars > Outlining**.

1. Display the Outline tab by clicking on Outline in the pane on the left.
2. Place the cursor at the end of the text in the slide you wish the new slide to follow.
3. Click the **New Slide** button to insert a new slide.

Enter Text Using the Outline Tab

Working in the **Outline Tab** allows you to type and edit text for the presentation in a more word processing-like environment than the Slide pane. The Outline tab displays in the pane on the left side of the screen when you are working in the Normal view.

Information in the Outline tab is arranged by levels. The Title of each slide appears as the first, left-most level next to a numbered icon of the slide. Bulleted text is indented one to four levels to the right of the title. The Outline tab has an Outlining toolbar that displays to the left of the pane.

*Tip: If the Outline and Slides panes are not displaying in the Normal view, select **View > Normal (restore panes)** and it will display on the left side of the screen.*



Using a Design Template

1. Choose **File > New** to display the **New Presentation** pane
2. On the **New Presentation** pane, click on the **From Design Template** link
3. The **Slide Design** pane will display on the right side of the screen with a variety of different templates to choose from
4. Select the design of your choice from the **Slide Design** pane
5. Click **OK** to begin working with the first slide in the Normal View

How to Change the Layout for any Slide

PowerPoint will try to guess what layout you want to use for new slides that are added to the presentation. If you want a different layout for the slide you can quickly change the layout for any slide.

1. Display the slide that you want to change in the Slide Pane (work area in the center of the window).
2. Choose **Format > Slide Layout** to display the Slide Layout task pane.
3. Click on the layout you want to apply to the slide.
4. PowerPoint will attempt to fit existing content into the new layout, but you will probably have to make additional changes.

Adding Clip Art/Graphics to a Slide

Effective visuals emphasize the key content points in a presentation. PowerPoint provides a selection of professionally designed pictures, or clip art, that you can use in your presentations.

How to Insert a Clip Art Image

1. Move to the slide on which you want to place clip art.
2. Apply a Slide Layout that includes a content or clip art placeholder.
3. Open the Select a Picture dialog box by:
 - Clicking on the Clip Art button on the content placeholder OR
 - Double-clicking on the clip art placeholder
1. In the **Search** box, type a word or phrase that describes the clip you want.
2. Click **Search**. PowerPoint displays the search results in the Select Picture List.
3. Click on the clip art image you want and click **OK**.

File Save Presentation

Printing Slides, Speaker Notes, and Handouts

PowerPoint enables you to easily print handouts, slides, and your own speaker notes that you can reference while giving a presentation.

Handouts

You can use PowerPoint to create handouts of the slides in your presentation. You can decide how many slides you wish to appear on a page. Usually, it is best to have no more than 4 in order that they remain readable. You can choose layouts from the **Print** dialog box right before you print. PowerPoint automatically formats everything for you.

Print Options

There are many options for printing your presentation. You can print slides, notes pages, handout pages, or outlines. You can print the current slide, or select a range of slides to print. You can also select other print options. To print various things from PowerPoint:

1. Choose **File > Print** to display the **Print** dialog box.
2. Under the **Print What** heading, select the type of printout.
3. Select any other options you want.
4. Click **OK**.